



## **NON-APPROPRIATED FUND JOB OPPORTUNITIES**

**REOPENING OF CACANCY ANNOUNCEMENT: APPLICANTS WHO HAD PREVIOUSLY APPLIED FOR THIS VACANCY MAY BE AUTOMATICALLY CONSIDERED AND NEED NOT REAPPLY.**

**OPEN DATE: 14 October 2003**

**CLOSING DATE: Open Until Filled**

**POSITION:**

**SUPPLY CLERK**

**SERIES AND GRADE:**

**NF-2005-01**

**RATE OF PAY:**

**\$6.19 per hour - \$6.76 per hour**

**LOCATION:**

**Lodging Operations Division**

**APPOINTMENT CATEGORY:**

**Regular Part-time**

**ANNOUNCEMENT NUMBER:**

**N03-051**

**NONAPPROPRIATED FUND OFFICE:**

**684-2747**

**SUMMARY OF DUTIES:** Maintains stock record cards and posts all transfers in and out of storage areas. Receives purchase orders, post unit/quantity of merchandise received. Ensures unit prices are correct at all times and makes necessary inventory changes/corrections. Performs clerical type duties processing inventory action documents; extracts information from reports and records entries for posting; establishes new records for inventory items.

**QUALIFICATION REQUIREMENTS:** Ability to add, subtract, multiply and divide at the level necessary to complete reports. Must possess a valid Driver's license.

**Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment.**